

# Hazard Control Plan

**Title:** Office and Administrative Work

**Identifying Number:** HSR-3-HCP-02

**Initial Risk Estimate:** Low to Medium

**Names of Individuals Performing Review:** HSR Division

**Work Permits:** N/A

**Residual Risk:** Minimal

**Updated By:** Lorraine Segura HSR-3 667-3363  
Name(s) Phone Number

**Organization:** HSR-3

**Periodic Review Schedule:** Annually

**Work Authorization:**

Eric McNarmara

Eric McNarmara, HSR-3 Acting Group Leader      Signature

10/23/02

Date

# **HSR-3 HAZARD CONTROL PLAN FOR OFFICE WORK**

## **SCOPE:**

This Hazard Control Plan applies to all personnel performing work in an office setting including managers, buyers, budget analysts, human resource specialists, contract administrators, technical staff members, specialist staff members, technicians, and administrative and secretarial personnel.

## **DESCRIPTION OF OPERATION:**

Office work generally includes the performance of duties to include: use of computer work stations; review, prioritize, and track correspondence; compose, prepare, and edit non-routing correspondence and/or reports; manage calendars; plan, coordinate and implement arrangements for meetings; assist with special projects; make both foreign and domestic travel arrangements; prepare viewgraphs; organize and maintain office filing systems; handle personnel matters; perform budget analysis, etc.

## **MATERIAL AND EQUIPMENT:**

Equipment normally used to perform these functions include: computers, computer work stations, telephones, FAX and copy machines, typewriters, shredders, paper cutters, and binding machines. Additional equipment used which is incidental to the work includes space heaters, coffeepots, microwave ovens, etc. Office furnishings include desks, chairs, file cabinets, file drawers, shelves, storage cabinets, etc. Government and personal vehicles may also be used to perform necessary functions.

## **LANL AND REGULATORY REQUIREMENTS:**

Occupational Safety and Health Administration (OSHA)

## **FACILITY SPECIFIC REQUIREMENTS:**

Required reading "Emergency Response Plan TA-59, Buildings 3, 29, 30, 31, 32, 33, 34, 35, 36, 37, 118, 119. ERP-CFM-59W (most recent).

## **EMERGENCY ACTIONS:**

Staff should be familiar with emergency signals, procedures, and emergency equipment (pull box, etc.) usage in the building. Emergency numbers should be prominently posted. Employees should be knowledgeable of muster areas designated for their organization following evacuations. Call 911 for immediate crisis/fire/medical assistance. *"In the event of an emergency, remember that your first responsibility is for your own safety. Do not try to perform any shutdown procedures if it would mean compromising your safety."*

## **WASTES PRODUCED:**

Used toner cartridges, paper, and other materials for recycle.

## WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Use of walking/working surfaces both outdoors and indoors including steps	<b>Slipping/Falling</b> <ul style="list-style-type: none"> <li>➤ Slippery, icy or uneven walking surfaces</li> <li>➤ Obstacles</li> <li>➤ Presence of ice or snow</li> <li>➤ Inappropriate footwear</li> <li>➤ Poor housekeeping</li> <li>➤ Inattention</li> </ul>	<ul style="list-style-type: none"> <li>• Walk, do not run in offices, hallways, sidewalks, or parking lots.</li> <li>• Wear proper footwear with slip-resistant heels; avoid wearing broken heels or soles.</li> <li>• Wear appropriate footwear on ice and snow (e.g. snowboots)</li> <li>• When using stairs, hold onto the handrail. Climb one stair at a time.</li> <li>• Clean up spills immediately or mark the area and notify appropriate personnel.</li> <li>• Keep walkways and aisles neat and clean.</li> <li>• Slow down when approaching blind corners.</li> <li>• Avoid carrying a load that obstructs your vision.</li> </ul>
Computer terminal use	<ul style="list-style-type: none"> <li>➤ Intensive work activities or poorly positioned or unadjusted furniture may result in repetitive trauma injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• Take breaks every hour or so, stand up and move around to restore circulation and stretch your muscles.</li> <li>• If possible, alternate activities so that work at the computer terminal is not done in continual long time blocks. Perform other functions such as filing.</li> <li>• Use a well-designed chair that is adjustable and allows shifting of body position.</li> <li>• The chair and/or keyboard and mouse pad should be adjusted so the forearms and thighs are horizontal. Feet should be flat on the floor. A foot rest or wrist rest may be needed to provide support.</li> <li>• The monitor should be eye level and a copy stand should be used to keep the work at the same height as the monitor. Avoid glare on the screen.</li> </ul>
Material handling, filling, and use of office furnishings.	<ul style="list-style-type: none"> <li>➤ Improper storage of materials and office design</li> </ul>	<ul style="list-style-type: none"> <li>• Store heavy material in the bottom drawers of cabinets.</li> <li>• Do not use the tops of tall cabinets to store heavy objects.</li> <li>• Open file cabinet and desk drawers one at a time and then close them when the work is finished.</li> <li>• Cabinets, bookcases, and shelves are secured to building surfaces to prevent their falling over.</li> <li>• Faulty desks, chairs, or other office equipment are repaired or taken out of service.</li> </ul>
	<b>Falling Objects</b> <ul style="list-style-type: none"> <li>➤ Placing/removing objects or material on elevated shelves or surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Use step stools or ladders - not swivel chairs or other office furniture.</li> <li>• Observe the following precautions when using ladders or step stools: <ul style="list-style-type: none"> <li>- Face forward on the ladder when going up or down.</li> <li>- Move the ladder or stepstool instead of overreaching.</li> </ul> </li> </ul>

## WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Material handling, filling, and use of office furnishings. (Con't)	➤ Lifting heavy objects	<ul style="list-style-type: none"> <li>• Use dollies and hand trucks for moving heavy materials. Make arrangements with JCNM to move furniture and other heavy objects.</li> <li>• Use proper lifting techniques: <ul style="list-style-type: none"> <li>– Use good judgement when gauging the weight you can lift, and stay within your limits. Do not lift bulky materials or those weighing more than 30 pounds without someone's assistance or the use of a mechanical lifting device.</li> <li>– Space your feet apart for good balance, and position yourself close to the object you are lifting.</li> <li>– Keep your spine straight as you squat or kneel next to the object you are lifting.</li> <li>– Flex your legs as you lift, using them to do most of the work, and keep the objects close to your body.</li> </ul> </li> </ul>
Use of consumer products	➤ Improper use of chemicals such as correction fluid, computer cleaning products, marker board cleaner, etc.	<ul style="list-style-type: none"> <li>• Office chemicals should be used only in areas where there is adequate ventilation to remove any fumes.</li> <li>• Workers must read and be familiar with directions, warnings, and safety information on labels.</li> </ul>
Use of appliances, space heaters, and office equipment	➤ Electrical shocks or fire hazards	<ul style="list-style-type: none"> <li>• Do not overload electrical outlets. Do not "daisy chain" extension cords and "Fat Phoebe's together."</li> <li>• Unplug any office machine that sparks, smokes, or delivers an electrical shock. Have it inspected by appropriate repair personnel.</li> <li>• Keep fingers away from moving and/or sharp parts when using hole punchers, paper cutters, etc.</li> <li>• Use only UL-listed space heaters equipped with automatic shutoff devices that will activate if the heater tips over.</li> <li>• Plug space heaters directly into a wall receptacle. Do not plug into a multiple outlet strip.</li> <li>• Keep areas around space heaters, coffeepots and other appliances free of combustible material.</li> <li>• Locate coffeepots and other electrical devices so that they are far enough away from sinks to prevent an energized appliance from falling into or being placed in the sink.</li> <li>• Jewelry, long hair and clothing must be kept clear of moving parts or office equipment (e.g. shredders).</li> </ul>



## WORK ACTIVITIES/HAZARDS/CONTROLS:

Activity	Hazard	Control
Working in office areas/buildings	<ul style="list-style-type: none"> <li>➤ Contaminants introduced into office areas from indoor/outdoor sources</li> <li>➤ Motor vehicle exhaust, building exhausts can enter through poorly located air intake vents, windows and other openings.</li> <li>➤ Building/office furnishings such as adhesives, upholstery, carpeting, can emit low levels of contaminants, especially when newly installed.</li> <li>➤ Rodents, rodent droppings, or other pest control problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Removal or modification of the pollutant source. Prohibit motor vehicles from leaving engine running and/or near building openings.</li> <li>• Increase ventilation rates in the building or office area.</li>   <li>• Do not handle dead rodents or droppings. Contact the Building Manager or Facility Manager for assistance.</li> </ul>
Driving a government vehicle or personal vehicle on government business	<ul style="list-style-type: none"> <li>➤ Motor-vehicle accidents</li> </ul>	<ul style="list-style-type: none"> <li>• Drivers and passengers must wear seat belts while in a government vehicle.</li> <li>• Maintain a safe following distance – the Smith System Defensive Driving Program recommends a four-second following distance.</li> <li>• Do not exceed posted speed limits.</li> <li>• Do not drive if you are overly fatigued, dizzy, or on medication that may make you sleepy.</li> <li>• If the weather is bad or other dangerous conditions are present, adjust your speed and following distance accordingly.</li> <li>• Use your mirrors to evaluate the traffic around you.</li> <li>• Use your turn signals to warn other drivers of your intentions.</li> <li>• Do not use cellular phones or like devices while the vehicle is in motion. Note: LIR 402-1320-01.2 recommends to minimize use but group requires no use.</li> </ul>

## TRAINING MATRIX

	Training Required
NEW EMPLOYEES	<ul style="list-style-type: none"> <li>GENERAL EMPLOYEE TRAINING (GET)</li> </ul>
SUPERVISORS	<ul style="list-style-type: none"> <li>Supervising Fitness for duty course # 13417. Available on Web.</li> <li>Core Management Supervisory Training (CMST) Self-Study course # 11859. Available on Web.</li> </ul>
ALL EMPLOYEES	<ul style="list-style-type: none"> <li>Annual Security Refresher course # 1425 required for workers with "L" or "Q" level clearance. Required once a year. Available on Web.</li> </ul>
	<ul style="list-style-type: none"> <li>Export Control Fundamentals course # 21208. Required annually.</li> </ul>
	<ul style="list-style-type: none"> <li>Computer Security Annual Refresher course # 16567. Required once a year. Met by taking above course.</li> </ul>
	<ul style="list-style-type: none"> <li>Technical Surveillance Counter Measures (TSCM) Program course # 12890. Required once a year. Available on Web</li> </ul>
	<ul style="list-style-type: none"> <li>Substance Abuse Awareness Program for Employees course # 7863. Required once.</li> </ul>
	<ul style="list-style-type: none"> <li>Ergonomics for Office Workers course # 3594. Required once.</li> </ul>
	<ul style="list-style-type: none"> <li>Facility Specific Training as determined by facility visited.</li> </ul>

Available on LANL Home Page under Training ESH or Safeguards and Security

	Required Reading
ALL EMPLOYEES	
	<ul style="list-style-type: none"> <li>LIR 230-01-01.0 (Laboratory Excess Space and Surplus Facility Requirements)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 250-02-01.0 (Occupying or Vacating Work Space)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 300-00-01.3 (Safe Work Practices)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 300-00-02.3 (Documentation of Safe Work Practices)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 307-01-03.1 (Management Safety Walk-Arounds)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 307-01-04.0 (Safety Concern Program)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 402-130-01.2 (Abnormal Events)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 402-870-01.0 (Ergonomics)</li> </ul>
	<ul style="list-style-type: none"> <li>LIR 402-1320-02 (Vehicular and Pedestrian Safety)</li> </ul>
	<ul style="list-style-type: none"> <li>ERP-CFM-59W (Emergency Response Plan TA-59 Buildings 3, 29, 30, 31, 32, 33, 34, 35, 36, 37, 118, 119)* get copy from Lorraine</li> </ul>

Available on LANL Home Page under Official Documents

**RECOMMENDED KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO UTILIZE TIME CONTROLS AND PERFORM THE WORK SAFELY:** The same as those in the specified job requirements.

## **FORMAL AND ON-THE-JOB TRAINING:**

### **Formal Training**

- ⇒ **Back-Wise.** This self-study course, also available at PS-13, provides basic back care information in segments on back basics, risk factors, and preventive strategies.

**Contact: PS-13 at 667-0059 to enroll employees.**

- ⇒ **Ergonomic Risk Assessment.** Trains workstation users to recognize risk factors by the use of a scoring tool. Contact HSR-5 at 667-5231.

### **Computer-based Training**

- ⇒ **Ergo Knowledge.** This computer-based course provides information on proper adjustment of the workstation to prevent disabling injuries related to office work. This training covers risk factors, body awareness, symptom reporting, and resources. (1 hour).

**Contact: PS-13 at 667-0059**

### **Videos**

The videotapes listed below are provided through PS-13. Complete descriptions may be found in the *Environment, Safety, and Health Videotape Catalog*, accessible from the PS-13 Home Page at <http://eshtraining.lanl.gov>. Call 665-7952 to request a videotape.

<b>Video Title</b>	<b>Video Number</b>
Anatomy of a Fall	0209.002.01v
Slips, Trips, and Falls	0209.004.01v
Risky Business	0209.005.01v
Office Safety: The Thrill Seekers	0209.007.01v
Office Safety	0209.016.01v
Electrical Safety	0203.013.01v
Electricity—The Unseen Danger	0203.009.01v
Fire Extinguishers: Fight or Flight?	0701.001.01v
Fire! In the Workplace	0701.006.01v
When Lightning Strikes	0903.018.01v
Drive for Life—Defensive Driving	0601.006.01v
Drive for Life—Emergency Situations	0601.007.01v
Winter Driving Update	0601.008.01v
Think Snow	0601.015.01v
The Right Moves: Ergonomics in the workplace	
Ergonomics: Preventing CTDs	
The Way We Work: A User's Guide to Office Ergonomics and Body Mechanics	
Office Ergonomics	
Personal Stories – Repeated Traumas, Strains, and Sprains	

HEALTH, SAFETY AND RADIATION DIVISION  
HSR-3

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10/22/02